

March 5, 2021

City of Issaquah – Development Services Department
City Hall Northwest
1775 12th Ave Northwest
Issaquah, WA 98027

Subject: Pre-Application Conference Cover Letter, Project Narrative and Questions for Review Staff

Project: **Apex Automeister-II**

Location: Parcel #272406-9201; Situated east of 1st Ave NE where it transitions into/and north of SE 74th Street

Zoning: IC – Intensive Commercial

Site Area: ± 39,072 (0.897 acres; *per CORE Design survey dated 03-25-2019*)

To Whom it May Concern,

On behalf of Apex Resources Management and Automeister-II Auto Repair we are requesting a Pre-Application Meeting and present this cover letter, Project Narrative, and questions for staff as well as the attached conceptual site plan and supplemental project information for staff's review, consideration and feedback.

Project Narrative:

It is proposed that the project would be a single-story, auto repair facility consisting of six (6) repair bays and associated shop space, office, reception area and waiting room, (2) restrooms and similar support spaces. The building footprint is roughly 8,300 square feet. The remainder of the site would consist of (24) parking spaces, a loading/delivery space, associated site improvements and stormwater & utility infrastructure. Challenging site topography along with programmatic factors such as site access and circulation, soil conditions, site security, storm water considerations, etc. necessitate the construction of both cut- and fill-retaining walls as indicated in the attached conceptual plans and filling/preloading portions of the site.

The portion of the right-of-way along the site frontage contains numerous existing trees (many of which are not viable and/or are potentially hazardous) which, while not on the subject property, will be impacted by the development of this property. Similarly, the width of the right-of-way varies along the property frontage and existing topography drops significantly from the edge of existing pavement as one moves on to the site. These conditions will require further discussion and consideration between the City and the project design team to coordinate thoughtful and successful solutions for creating access to the site while honoring, to the extent possible, existing conditions surrounding the site.

The proposed building is to be group F-1 (Moderate-hazard factory industrial) occupancy (with accessory 'B' occupancy at the supporting reception and office areas) and will likely be of Type V-B construction and have fire sprinklers throughout.

Design Guidelines Summary

While a more detailed assessment of the project's conformance with the City's Design Criteria can be furnished with subsequent submittals the following is a brief overview of how the project addresses and incorporates Design Criteria standards into the site and building design:

A. Site Layout and Overall Design Concepts

2. Energy Efficient Design: Setting the building in to the hill side naturally decreases solar exposure while extensive tree canopy to the west will screen late day summer sun; deep overhangs will further screen summer sun.
3. Functional Site Design: Safe and efficient parking is provided, and clear and ample circulation is provided onto and through the site.
4. Lighting standards and fixtures are of a design and scale compatible with the building and site context and will comply with IMC 18.07.107 for outdoor lighting.
5. Natural Setting – Hillside Design: The proposed structure has been integrated into the hillside to minimize visual impact to surrounding areas; no public views are blocked.

B. Landscape Design and Use of Plant Materials – Landscape design will be developed in future phases of this project.

C. Design Harmony and Compatibility

2. Building Materials & Components: building components have consistent proportions and relationship to one another; non-combustible building materials and cladding provide for enhanced fire protection; eave heights allow for unimpeded emergency vehicle access around the accessible sides of the building.
4. Design Components: Muted and natural color tones are utilized in the building cladding; the building façade is modulated to identify the varying uses and to reduce the visual mass. No blank walls are proposed.
5. Signage: This business is a 'word of mouth' business and does not rely on extensive or garish signage. Future proposed signage will be code compliant, understated, and compatible with the building design and site context.

D. Nonmotorized and Vehicular Areas

1. Accessible parking is in close proximity to the building and reception area.
2. Parking areas are oriented away from the building and pedestrian areas to the extent possible given the small site. Perimeter landscaping will assist in screening parking areas where the natural topography and surroundings do not already mitigate the parking.

E. Service and Storage Areas

1. The trash & recycling enclosure will have solid walls and gate to screen this area from view.

F. Crime Prevention through Environmental Design (CPTED)

1. Access Control: The site is fully fenced for security with gates at both driveways that will be closed during non-business hours. After hours parking, located outside of the gated area, is provided.
2. The orientation of the building integrated into the hillside provides building occupants with natural visual surveillance over most of the site.

Sustainability

Towards meeting some of the goals set forth in the City's '*Vision on Sustainable Development*' the project anticipates incorporating the following elements and measures:

- Site Management: Stormwater will be managed on-site such that run-off rates are at or below pre-development conditions; incorporation compost amended soils and tree coverage to the extent possible.
- Energy Efficiency: Utilize ENERGY STAR appliances, fixtures, and equipment to the extent possible.
- Water Efficiency: Seek to minimize the need for permanent irrigation in the landscape design.

Specific Questions and Topics for Feedback

In addition to any other information and feedback from Community Development staff we would be interested in feedback on the following topics as part of the Pre-Application Submittal process towards setting expectations and clarifying requirements and processes:

Planning:

1. Please identify which specific permits and processes will be required for this project. It is our understanding that this proposal would be subject to Level 1 (Administrative) Review.
2. Please confirm that this parcel is not subject to the CIDDS requirements.
3. Is there a Design Review process associated with a proposal such as this? If so, please outline the Design Review process and general timeline associated with the process.
4. Please confirm that SEPA review is required as part of the site entitlement review for this project.
 - a. Please outline the City's SEPA review timeline including public comment and appeals period(s), etc.
5. Please outline and estimate impact and development fees that should be anticipated as part of this proposal.
6. Will any public and/or neighborhood meeting(s) be required for this project?
7. Would a project such as is proposed trigger the requirement for further traffic study, analysis and/or reporting? If so, please outline the requirements for traffic analysis and reporting.
8. Are any other studies or analysis required for this development proposal?
9. Are there any pending or contemplated municipal code changes or nearby projects of which staff or the City are aware that could impact this project?
10. Please provide comment on the proposed tree removal and mitigation plans provided with this application. As noted in the Project Narrative there are numerous off-site trees between the edge of right-of-way and the project site – many of which are either non-viable trees (per arborist's assessment) or will be potentially impacted by development activity. The applicant and project

team propose that further discussion and coordination on this will be necessary to arrive at a successful solution.

Public Works:

1. Can the City provide any more detailed information as to existing utility infrastructure serving the subject property?
2. Please confirm the extent and configuration of frontage improvements, if any, that will be required with redevelopment of this property? Based on past conversations with City staff it is our understanding that curb, gutter, and sidewalk will only be required to the first driveway location and need not extend the full length of the property frontage.
 - a) Currently frontage improvements are proposed/depicted along the edge of the current paving. Due to the unusual and varied width of the ROW along this frontage it is unclear if this is the appropriate location for these improvements or if they should follow the property line (which would separate them significance from the edge of pavement and present other topographical and logistical challenges).
 - b) Please clarify how the City would like to handle existing trees in the ROW that will be impacted or disturbed by the installation of frontage improvements along the northern portion of the edge of ROW.
3. Are there any pending ROW improvements that could impact this project?
 - a) Are the current ROW widths adjacent to the site at their planned width(s)?

Building:

1. Please outline all separate permits (building, retaining wall(s), grading & utilities, landscape, etc.) and associated permit fees that would be required for this development proposal.
 - a) Does the City accept “deferred submittals” for items such as mechanical, plumbing, electrical and fire alarm/sprinklers?

Fire Protection:

1. Please confirm that proposed emergency vehicle access and circulation on the site is acceptable.
2. Can staff please speak to any jurisdiction specific and/or site-specific fire flow and/or fire sprinkler requirements for this development?
3. Please provide fire flow and pressure available at the site.
4. Does this fire jurisdiction generally require radio transmitter amplification systems for this type of facility?

Preliminary List of Development Adjustments:

1. Access separation distance:

Due to the nature of access at this location as, essentially, a dead end/end of the road condition it is necessary (for purposes of emergency vehicle access, deliveries, etc.) to provide two driveways on to the site to provide a complete circulation loop.

- a. Standard: Per *City of Issaquah Department of Public Works Street Standards, October 15 2010*; 'Design' Section, item B.8 (p. 19); standard is for 200-foot separation between driveways
- b. Proposed: Proposed driveways have 200-foot to the centerline of each driveway / 170-foot separation between the inboard edge of each driveway.

Given the unique location of this property at, in essence, a dead-end road that will see no through traffic this driveway configuration will not generate any adverse traffic conditions or conflicts.

Thank you for your consideration of this Pre-Application Meeting request. We look forward to working with staff to receive feedback and input on this proposal and to coordinating with the City on this project. In leading up to the Pre-Application Meeting if any staff should have questions about this application or proposal please do not hesitate to contact me directly via telephone at 206-617-3716 or via email at dirk.mcculloch@jacksonmain.com

Sincerely,



Dirk McCulloch – Project Manager
Jackson | Main Architecture

dym/DYM

CC: *File*
Jocko McCants Applicant
Chris Kovac Civil Engineer, Farallon Consulting
Sara Vernia Designer, Jackson Main Architecture
Robin Murphy Principal, Jackson Main Architecture

Attachments: **'Issue for Pre-Application' drawing package**